

# Application for Career Progression Opportunities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my interest in exploring career progression opportunities within [Company's Name]. Having been with the company for [duration] in the [Your Position] role, I have developed a strong understanding of our operations and have consistently contributed to our team's successes.

During my time here, I have taken on additional responsibilities such as [list relevant responsibilities or projects], which I believe have prepared me for the next step in my career. I am eager to grow my skills further and take on new challenges, and I am particularly interested in [specific roles or departments you are interested in].

I would appreciate the opportunity to discuss potential paths for advancement and how my experience and ambitions align with the goals of [Company's Name]. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]